Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ADMINISTRATIVE SERVICES
Carlos Castillo, Jr.
Director

MEMORANDUM

DATE: March 31, 2010

TO: ARRA Distribution List
                Attention All Agencies, Boards and Commissions in receipt of ARRA Funds
                Attention State Finance Officers in receipt of ARRA Funds

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Recovery Transparency & Accountability Board (RATB) April 10 Training
                Webinar

The RATB (Recovery Board) conducted a training webinar for State ARRA coordinators on
March 30, 2010 to assist with the April 2010 Section 1512 reporting process. The Power Point
slides are attached.

Here are some of the highlights:

- Submission Confirmation Email
    o Will include the Award Number if the submission was successful.
    o Will include the name of the failed file if the file fails.
- Data Quality Checks
    o Language changed in several error messages from "cannot" to "should not."
    o A warning message is displayed if the number of jobs times $3,900 is greater
      than or equal to the amount of the award. Previously $15,600 was used.
    o A new hard edit error addresses vendor payment amounts greater than the prime
      recipient report's amount of award.
    o New warnings for reports marked as final
    o **FederalReporting.gov User Guide – Appendix B Error Messaging**
        ▪ Available on Download tab at www.FederalReporting.gov

The copy forward function was discussed.

The majority of State of Nebraska April 2010 Section 1512 prime recipient reporters will not
need to use the copy forward function. As long as you use the same award number used on
your January 2010 report, you do not need to use the copy forward function.

If the federal agency asks you to change the award number for the April 2010 report from the
award number used on the January 2010 report, you will need to use the copy forward function
in conjunction with the Excel spreadsheet upload. This two step process will link the January
2010 report to the April 2010 report, thus connecting the quarter reports so that this award
appears as one award in Recovery.gov.

You will need to follow the instructions for copy forward and mark "Yes" that the report is a continuation of the source report. In the "Copy To" box, you will enter the corrected award number. Save the new report as a draft.

Then enter the new award number in your Excel spreadsheet and upload your Excel spreadsheet to FederalReporting.gov. Your new data will populate the draft copy created by the copy forward function.

Please notify Cindy Miserez at cindy.miserez@nebraska.gov if you are asked to use and in advance of using the copy forward function for the purpose of correcting an award number.

If the federal agency insists that you use the copy forward function, yet the award number is not changing, please discuss the RATB webinar with your federal contact and refer to slide 15 where it clearly shows that the Excel spreadsheet is an acceptable method as long as the award number remains the same as the previous quarter.

The following technical resources explain how to use the copy forward function with the Excel spreadsheet method. These documents are available on the Download Tab of www.FederalReporting.gov.

FederalReporting.gov Quick Reference Guide – Copy Forward Function

FederalReporting.gov User Guide – Chapter 10 – Copy Forward and Copy Functions

The RATB presenter reported that a new webpage will be available where we can resolve mis-match report problems by linking the April 2010 report to the January 2010 and perhaps to the October 2009 reports. We will explore this as more information is published by RATB.

Thank you for your continued efforts on the April 2010 Section 1512 reports.